

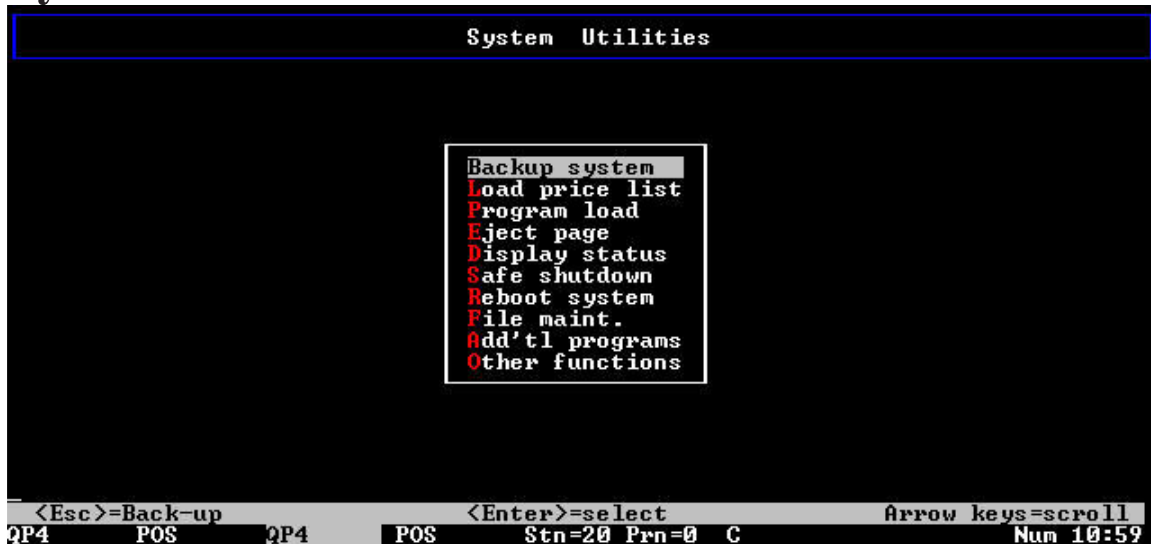
# 2. System Utilities

## Menu Screen

```
Blue Ridge POS, LLC          support@poslinker.com          703.665.4206 x105
Multiuser Business Solutions
POS Linker
Company Mail
Utilities
<any key> = POS Linker      C = C-Mail      U = Utilities
No Mail
Stn=6 Prn=0 C              Num 07:58
```

The latest release of POS Linker, version 7.5, has a very user-friendly menu screen. The menu choices are very self-explanatory. Any key, except “W”, “C”, or “U”, will launch the familiar POS Linker program screen. “U” will launch your System Utilities.

## System Utilities



**Backup system:** This selection replaces the old DOS "back" command. After closing out daily activities shut down your system and reboot to DOS. (See "Re-boot System" and answer "no" to the load Real32 question) Make this selection to backup your system in DOS.

**Load Price List:** Loads the newest price update files onto your system. Simply load price disk into your floppy drive and choose this option. All other users should be off the system, and the monitors should be at the main menu screen.

**Program Load:** This selection will load any new program updates sent to you from BRPOS, LLC. Simply load disk into the floppy drive and choose this option.

**Eject Page:** Used when a page has finished printing, but the printer has not fed the page to the perforation. This option is used primarily with ink jet printers.

**Display Status:** This option is similar to the "show" command. It will display system information for the printers, disk drives and programs. This option is only valid with Real/32, multi-user DOS operating systems.

**Printer:** this selection displays each printer, the printer owner and station. This is helpful when the system displays a printer error, or locks the printer. This option will help you determine which channel or program "owns" a printer so that it may be released and used.

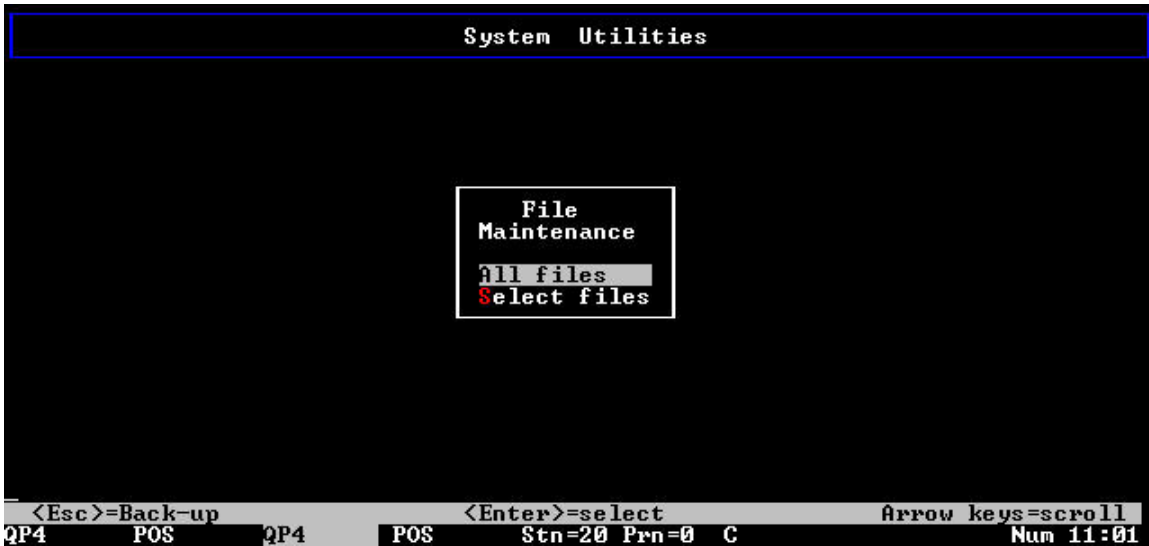
**Disk Drives:** displays available bytes for each drive and actual size for each drive.

**Programs:** displays the program running on each channel of the system.

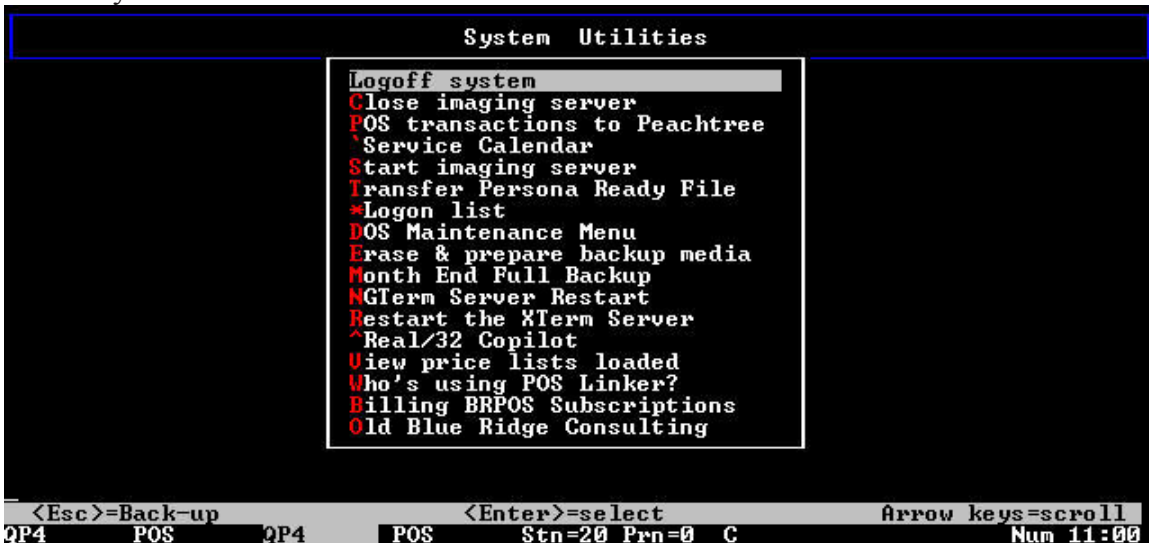
**Safe shutdown:** This feature is no longer available.

**Re-boot system:** Allows you to "re-boot" the system in Real32 without turning it off & on. This option is used at the end of the day so that you can load DOS to run your back-up.

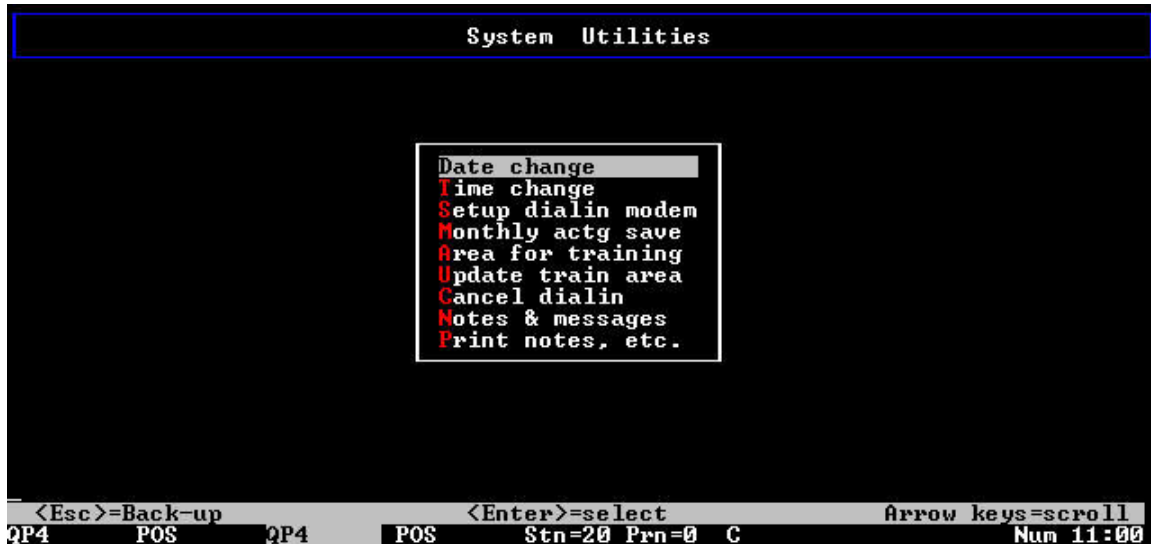
**File Maintenance:** Allows you to rebuild all POS Linker files or to choose individual files. Rebuilding files should be an integral part of your month-end procedures. If this is not done regularly, the information access time of the system will get slower.



**Add'l Programs:** This portion of the new menu system is completely customizable. BRPOS, LLC can set up any number of operations to automatically run by selecting this option, such as your electronic ordering capabilities or imaging systems.



**Other Functions:** Miscellaneous system functions.



**Date Change:** changes the system date.

**Time Change:** changes the system time. Ex: Daylight savings time

**Setup Dialin modem:** automatically sets the system for "callme" dial-in status so that BRPOS, LLC can dial-in to diagnose problems or update files.

**Monthly actg save:** allows the user to save either the A/R, G/L files or both.

**Area for training:** "Learn" directory. Allows the user to explore menu options or capabilities in a training directory without affecting the business system directory or files. This screen will be Blue and white with no additional color.

**Update train area:** imports the current information from the business system so that the training area will contain current information. All users must be off the system in order to update.

**Cancel dialin:** de-activates the automatic telephone modem answering system.

**Notes & Messages:** Works like a clipboard that you can use to type notes on. Office email is one example of this feature.

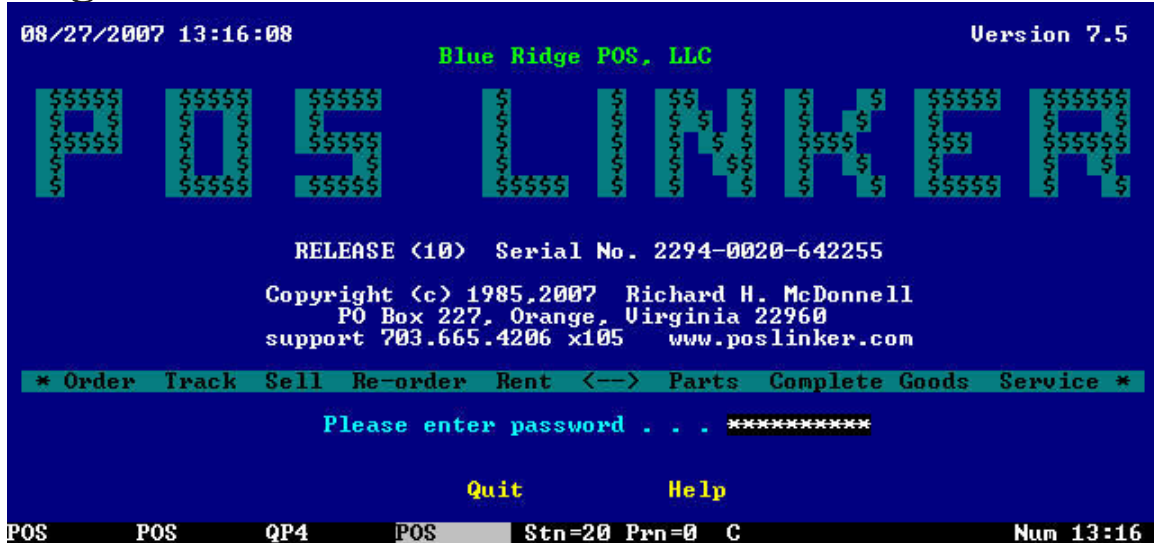
**Print Notes:** allows user to make hard copy of notes & messages.

*Note: You may select any of the above options or functions by using your arrow keys or by selecting the appropriate highlighted letter. The ESC key will back out of any menu.*



## Starting P.O.S. Linker

It is usually the responsibility of a designated and trusted person to turn on the computer at the start of the day. This person will have some password authorization. Here we will cover loading and running the program.



### Login Screen




Please enter password . . . \_\_\_\_\_


The system is waiting for a valid password in order to allow access to the system. The secret password will not be displayed as it is typed. If a mistake is made typing, the left arrow key can be used to backup and retype bad keystrokes. After typing all password characters,  is used to tell the system and to validate the password entered. Invalid passwords will be rejected and you will be allowed two more attempts. This field is not required. If you get a red banner saying “caution previous days transactions.....” Or any other banner pressing escape  will take you to the next screen. Make sure you have read and addressed the warning!

***Note: Read the screen! It tells you what's going on!***



Special function key command values are noted at the screen bottom or right side. These have global access—That is they may be pressed anytime. Fields (areas the cursor enters) may have several traps set to check what is entered. For example the program would not allow letter keystrokes where it expects numbers, as in a dollar amount. Just follow the instructions that pop up at the bottom of the screen. *Bad keystroke* messages refer to an alpha keystroke in a numeric field or vice-versa. If the data entered does not completely fill the field, press  or  to leave the field.

Press  for assistance; a series of Help screens with instructions for entering data will appear, as well as, how to access the next Help screen. At the end of the series of Help screens, the following will appear: \*End of Help\* <Press any key>. At this point pressing any key will cause the data entry screen to reappear.

## Help - Press

Pressing  Help from the Login Screen, will access a series of five General Help Screens which provide information about keyboard entry. Most questions can be answered by reading the screen and following the error messages or referencing the help screens from the appropriate area.


## Typing Characters



In general all alphanumeric keys (including lower-case or capital) can be pressed in addition to the following keys: arrow keys     , function keys

   ,

**NOTE: DO NOT USE PAUSE, SCROLLLOCK, or SETUP.**

**SINGLE KEY INPUT:** When the system is waiting for the user to respond, it is anticipating a single key entry. This may be a Y or N (denoting Yes or No) in response to a question, or a letter or number referring to a choice from the menu displayed. Do not press .





**FIELD INPUT:** Each field is terminated by the  or  key or when the field is filled. On most screens typing may continue into the next field. Thus, field length should be carefully observed in the name file. It is a good habit to learn to read what is typed on the screen to check for any errors before saving the data entered.

## Dollar Values

Enter money amounts in decimal form. Numbers entered without a decimal are assumed to be whole dollar amounts. For example: if the user enters “123” the system assumes “\$123.00”

Therefore the computer would interpret

- 123.45 as \$123.45
- 123.4 as \$123.40
- 12345 as \$12345.00

Any field can be cleared from the cursor position to the end by pressing simultaneously either   in DOS in windows or pressing   in Real/32. More than one decimal in a numeric field is illogical and will self-correct or prompt an error message. Experiment in a numeric field to learn.



## Entering Dates

**DATE INPUT:** System date form is MM/DD/YYYY where:

- MM = month number
- DD = day of the month
- YYYY = the year

For example: May 15, 2007= 05/15/2007.

## Default Responses




Most of the user choices will be provided with default responses. These are choices set by the system to make entry faster and easier. The default response will appear in the field designated for a user response. To accept the default, simply press the  or  key when the cursor is at the response field. To override the default entry, just type over it.

## Saving Data


Keyboard input is displayed on the screen as a work area or input buffer. To make the contents of the screen permanent the data must be saved. This is done by pressing “End”.

## Field Editing

The following keys can save time for those persons that do not type well:

 or  will exit the current field.  Delete removes a character at the cursor. Any characters to the right will move one position left to replace the deleted character.

 Inserts a blank space at the cursor. Any characters to the right will move one


position right. backspace is similar to . The characters to the left of the cursor are erased one at a time as the cursor moves backwards dragging any data to the right with the cursor.

## Lightbar Menus




POS Linker allows the user several different ways to get around the program. This is to allow maximum flexibility and to give users an interface that is both easy to use and learn. It is almost intuitive, even to brand new users. It is referred to as lightbar menus or point and shoot.


Selections can be made two ways:

1. Move the highlight bar with the arrow keys to the selection and press .
2. Or press the colored or highlighted capitalized letter that appears in the list.



Pressing  will make no selection and back out of the current selection list or screen.



Pressing  help key will bring up the Main Menu Help Screen which provides information on using the arrow keys to move the lightbar and highlight selections. It also has Blue Ridge POS, LLC's phone number and address.

Pressing  will select the highlighted choice from the menu.


Pressing  again after having backed out of the current list makes no selection and brings up the Quit Menu.





## Point & Shoot Popup Windows

 or  will select the highlighted data record.

 or  moves data in the display window a full page down or up if additional data exists.

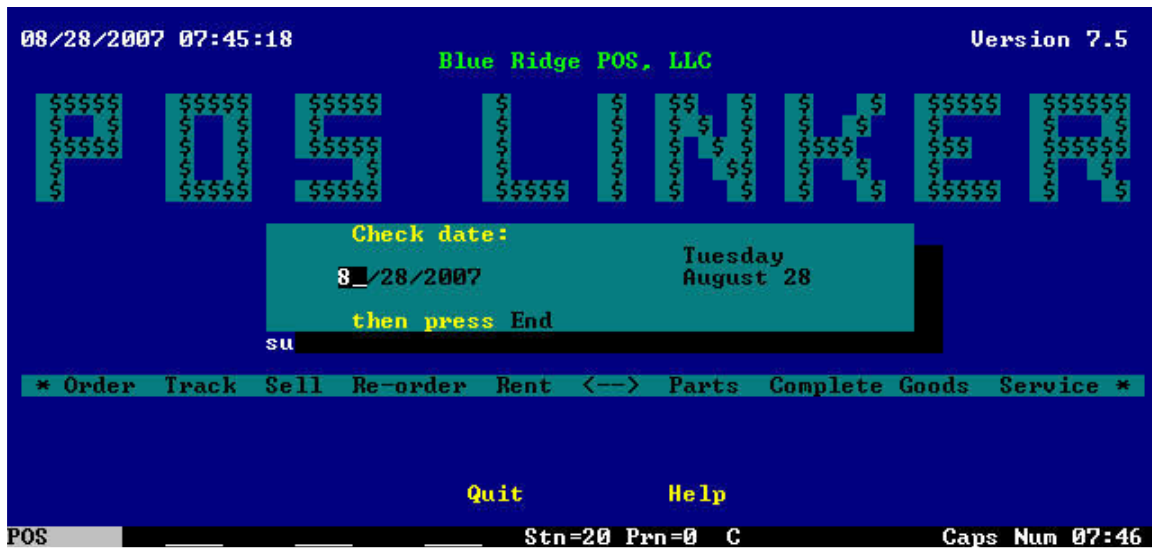
 makes no selection and closes a menu or backs out of the current screen.

Any key will immediately position the window data relative to the key pressed. For example, in a lookup field, if the letter  is pressed, then the data field would start with the first “*J*” entry.

    arrow keys are used to move the lightbar up and down the data records displayed.

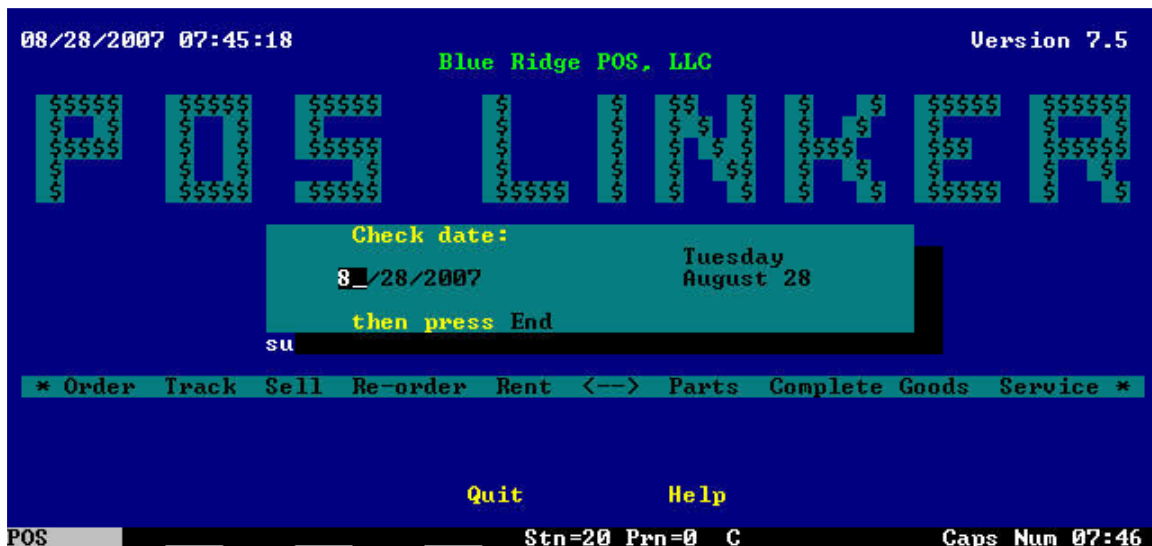
*Note: Care should be taken to type an uppercase letter to match words that are capitalized (such as last names).*

## Date Screen



The system date and time of day must be correct to maintain accurate transaction tracking and reporting. Computers with battery-powered clocks maintain system date and time while the computer is turned off. In this case, date and time are merely checked by the manager. A weak battery could cause the clock to slow during power off. Computers without battery-powered clocks lose date and time at power off. On such units this system remembers the previous date setting and displays that date and time. Managers must advance the date.

## Date Window



The cursor is on the digital date display (month, day, and year). The date in english appears to the right. Digital date may be changed by typing numerals within the following ranges: MM - Month (01-12) DD - Day (01-31) YYYY - Year (1888-2068)

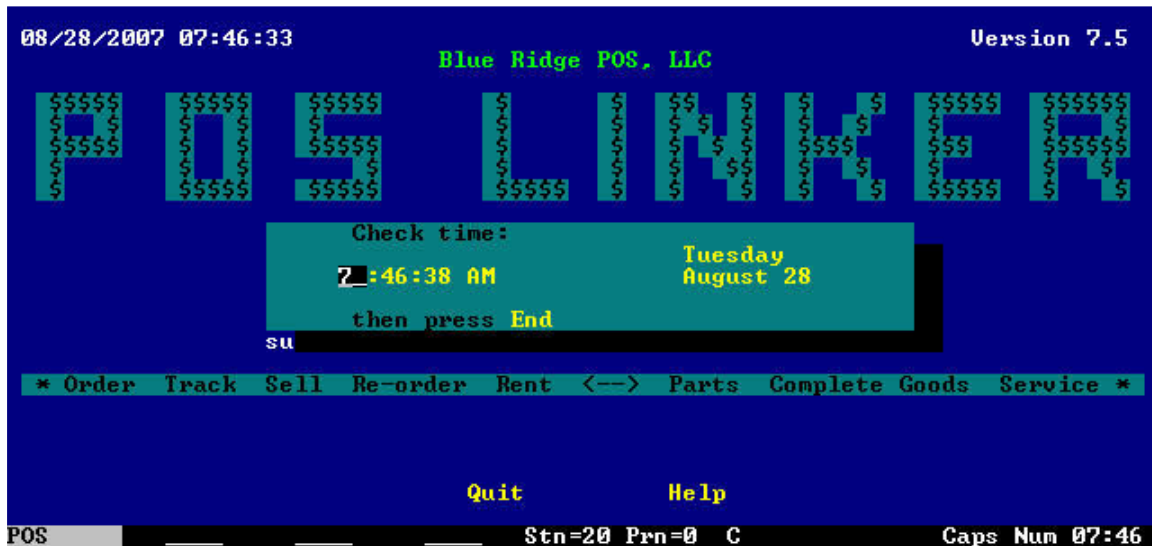
Pressing  at any time will process the digital date displayed. If the date is changed, a dialog box will confirm this.

Press  for the Date Help Screen.

**NOTE:** *This is one place where the date and time can be changed for daylight savings and standard time, in Concurrent DOS only.*

*Please refer to your computer owners manual on how to setup the time and date. This will allow the computer to retain the date and time when it is switched off.*

## Time Window




The system date and time of day must be correct to maintain accurate transaction tracking and reporting. Computers with battery-powered clocks maintain system date and time while the computer is turned off. In this case, date and time are merely checked by the manager. A weak battery could cause the clock to slow during power off. Computers without battery-powered clocks lose date and time at power off. On such units this system remembers the previous time setting and displays that time. Managers must advance the time manually.

The cursor is on the digital time display which is followed by either AM or PM and the day of the week and month for reference. Type over the displayed time using the following ranges:

- **hh** - hour (01-12)
- **mm** - minutes (00-59)
- **ss** - seconds (00-59)

Be sure to set either AM or PM if necessary.

## Switching Channels

With the Real/32 multiuser DOS system, more than one person can run several applications at a time. (See page 5- 2 for more detail). To switch channels, simply hold down the  key and press a number on the numeric keypad. (The calculator style keypad on the right hand side of the keyboard)